

WHITBOURNE PARISH COUNCIL

MINUTES of the Whitbourne Parish Council Meeting on
Tuesday 7th July 2015 at 7.30pm in Whitbourne Village Hall

Present: Cllr M Williams (Chairman), Cllr R James (Vice-Chairman), Cllrs C White, J Cummins, N Knight, G Cupper, J Bromley, Anne Evans

In attendance: Cathy Berkeley (Balfour Beatty), Neil Grant (Footpath Warden), 1 member of the public and Mary Seldon (Clerk)

1. To accept apologies for absence

Apologies had been received from:

Cllr N Shaw (holiday)

Cllr P Wood (holiday)

2. To receive Declarations of interest and written requests for dispensations

None were received

3. To consider the appointment of Clerk

The Chairman welcomed Mary Seldon returning as Clerk to the Parish Council and her re-appointment as Clerk was **APPROVED** by all.

4. To introduce Cathy Berkeley, Balfour Beatty Locality Steward

Cathy gave a rundown of her work in Herefordshire and then Councillors had the opportunity to ask relevant questions and put forward some areas of concern.

- Grit bins – required on dangerous parts of the highway
- Grit bins - Replacement of those broken or damaged

As the Footpaths Officer was also present Councillors and the Locality Steward encouraged him to speak about his areas of concern. It was **AGREED** that this was a very useful meeting and Cathy agreed to visit again when necessary.

5. To approve Minutes of the two previous meetings:

5.1 Annual Meeting of the Parish Council - **Tuesday 12th May 2015**

The Council and Clerk spent some time amending the Minutes. It was proposed to accept the amended version by Cllr Knight, seconded Cllr White and **RESOLVED**.

5.2 Extraordinary Meeting of the Parish Council - **Thursday 21st May 2015**

The Council were unable to approve these Minutes as they had not been received from HALC

6. **Finance:**

6.1 HALC Clerk cover and mileage for Extraordinary Meeting 21/05/15 £100.00

The Council **AGREED** to withhold this payment until the Minutes from the Meeting of 21st May had been received. Proposed Cllr Evans, seconded Cllr Bromley and **RESOLVED**.

Action: The Clerk to write to HALC

6.2 To consider Neighbourhood Plan payments:

6.2.1 Cllr M Williams (copier ink): £34.98

6.2.2 Cllr C White: £94.43

6.2.3 Mary Seldon: £92.95

6.3 Parish magazine advert: £30

6.4 Internal Auditor: £60

Village Hall - £40

It was proposed to agree to approve the payments. Proposed Cllr Cummins, seconded Cllr Evans and **RESOLVED**. Cllrs Williams and White abstained.

6.5 To consider donation of kit to First Responder

It was **AGREED** to donate a nominal amount of £100 from reserves and look again during the November budget setting meeting. Proposed Cllr Evans, seconded Cllr Cummins and **RESOLVED**.

6.6 To receive bank reconciliation from the Clerk

The Clerk explained that the normal procedure would be to review receipts and payments and cross reference this with the budget. As new councillors had not seen the budget and as the Clerk had had a four month absence the Clerk suggested that this routine should recommence at the September meeting. She had prepared an estimated bank reconciliation for the meeting.

Cllr Cummins proposed the acceptance of the bank reconciliation, seconded Cllr Knight and **RESOLVED**.

6.7 To consider outstanding payment to grass-cutting contractor:

6.7.1 Up to 13th May 2015: £384

6.7.2 14th May to 25th June: £256

It was **AGREED** by all to pay the outstanding amount.

7. **Planning:** To comment on the following planning applications:

7.1 Whitbourne Hall App P151256/L

Installation of a platform lift to provide access to the first floor.

Cllr Cupper proposed to **APPROVE** the application, seconded Cllr Knight and **RESOLVED**.

7.2 Fodder Store adjacent to The Old Rectory, Boat Lane App 151707

Retention of works: insertion of floor hatch, boarding up doorway and removal of external steps (retrospective).

It was proposed to **REJECT** the retrospective application by Cllr Cupper, seconded Cllr Knight and **RESOLVED**.

Action: The Clerk made a note of the planning reasons for rejecting the retention of these works and was asked to add that the applicants' agent's statement regarding the plywood stairs was incorrect and local knowledge would confirm that these were of brick and stone construction.

Councillors felt that this was another contravention of listed building regulations which should be investigated.

7.3 Hill Top, Gains Road App P151259/FH

Proposed loft conversion with dormer windows and roof lights

Cllr White proposed to **APPROVE** the application, seconded Cllr Bromley and **RESOLVED**.

7.4 To ratify comments on Appeal Ref: App/W1850/W/15/3016568/3016568 Fodder Store adjacent The Old Rectory, Boat Lane.

Proposed removal of condition 4 of planning permission DCNC2004/2013/F.

Action: The Clerk was asked to state that Councils' previous comments remained the same.

7.5 To consider street lighting provision on new development at **Meadow Green**.

As this had been previously discussed and the council voted against this the council did not revisit this decision.

8. To receive updates on:

8.1 **Neighbourhood Plan** – Cllr Williams explained that the Working Party would circulate updates for this and these would then be discussed at a meeting.

8.2 **School Buildings** - Cllr Knight gave an update. There had been one viewing of the buildings at the request of the diocese as not happy with Brightwells. No report had been received.

8.3 **Rosemoor Grange** - Cllr Knight reported that there had Herefordshire Council Planning Enforcement Officer had had discussions with the owner, although the agent acting for the owner says it is still a residence.

9. **Open Session:**

9.1 To receive a report from the Ward Councillor

As Cllr Shaw was on holiday he had sent a written report which was **NOTED**.

9.2 To receive views of local residents on parish matters

420 bus withdrawn – the Parish Council were aware and the route to be covered by Mr Morris

9.3 To consider local resident suggestion for:

9.3.1 Sign to show location of post box

9.3.2 Map for noticeboard showing location of named houses

Defer until next agenda

10. To receive reports from outside bodies and updates on agreed decisions:

- **Village Hall** - dishwasher working party were thanked for their work.
- **Playing Field** – The Chairman had contacted Cllr Knight to ask if he would be Chair – and asked if he could be a co-ordinator. Cllr Knight now had all documentation on the Trust. There would be notices to ask for volunteers for a steering group. Cllr Knight had spoken to the Charity Commission and was advised that legal documents should be stored to all the legal requirements. Cllr Knight asked the Parish Council for the authority to prune the documents – and this was granted. The Insurance Brokers asked for premium and it had been found that there was an error with regard to equipment. This has now been amended with full details of all equipment. The Policy was due later in the year. Cllr Williams reminded Cllr Knight that the signatories of the account would need to be changed.

11. Matters raised for the next agenda

Amendments to Standing Orders and Financial Regulations

Pub light

12. To note date of next meeting: Thursday 3rd September

Signed:

Date: